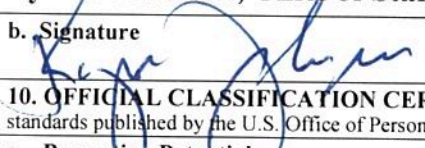
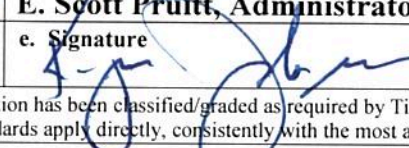



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES17024	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Deputy Associate Administrator for Policy	ES	0340	00	
4. Supervisor's Recommendation	Senior Deputy Associate Administrator for Policy	ES	0340		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE BOLEN, Brittany			
		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. Office of Policy		h. Employing Office Location Washington, DC			
d.		i. Organization Code AA000000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator, EPA		
b. Signature 		c. Date 7/1/17	e. Signature 		f. Date 7/12/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: Yes	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code 8555	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 07/06/17
11. REMARKS Secret Clearance					

SENIOR DEPUTY ASSOCIATE ADMINISTRATOR
FOR THE IMMEDIATE OFFICE OF POLICY
ES-0340

INTRODUCTION

This position is located in the Office of the Administrator, Office of Policy (OP). The incumbent of this position will serve as the Deputy Associate Administrator for the Office of Policy. OP supports EPA's mission by promoting innovation that achieves greater and more cost effective public health and environmental protection. The Office, in consultation with its different internal and external stakeholders and partners, supports and oversees the testing of new and innovative approaches to environmental protection and related policy changes. OP is the focal point for regulatory analyses, policy development and economic analyses necessary to support EPA's regulatory development process and changes in today's business conditions. In concert with other Agency Offices, OP has a lead role in building capacity for program evaluation and other program management tools at EPA as it pertains to assisting the Deputy Administrator in analyzing program effectiveness and promoting best practices and innovation. OP works across all of EPA's programs and regions.

A confidential relationship of a NC-SES nature is imperative since the incumbent will speak for the Associate Administrator and Administrator, as such, will be expected to reflect their philosophies in conversation with leading figures of government, business, and other groups.

The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

DUTIES AND RESPONSIBILITIES

The incumbent of this position serves as the Deputy Associate Administrator for Policy and assists the Associate Administrator in fulfilling his/her duties and serves as the Acting Associate Administrator when needed: In this capacity, the incumbent:

Serves as the Deputy Associate Administrator and provides advice and counsel on policy development, coordination and liaison relating to evolving environmental issues, Agency programs and proposed environmental legislation. Performs special assignments for the Associate Administrator on matters of special concern to the Office. Develops assignments on own initiative or in response to requests by the Associate Administrator. Assignments are broad-based, touching upon wide programs areas or activities within the Agency, relationships with other levels of government, interest groups, and other outside organization. Establishes contacts at the highest official levels for this purpose. Completed assignments include findings, conclusions and specific recommendations for actions.

Directs the formulation, implementation, administration and management of policies and programs designed to inform the public and targeted audiences concerning the aims, progress

results and background of various environmental policy programs and related actions conducted by the Agency. Develops agency guidance and the activities, programs, and staff assigned to the Office of Policy.

Develops complex policy innovation strategies to inform and address external stakeholders on/and matters of special concern to the Administrator, Deputy Administrator, and Associate Administrator. Performs duties that involve planning and conducting program evaluation, analyzing and interpreting data, and resolving problems by applying the relevant performance management frameworks, tools and methodologies used by Agency offices. Provides advice and recommendations on strategic policy development, planning and coordination relating to policies and economics.

Represents the Associate Administrator in providing advice and information to the Administrator/ Deputy Administrator on policy innovations aspects of the Agency's activities and programs. Assures that the policy of openness in all information matters as set by the Associate Administrator/Administrator, is honored in all aspects.

Represents the Associate Administrator with respect to policy innovations at other Federal Agencies, Congress, private industry, community organizations and environmental and public interest groups. Works with EPA regional offices, and directs staff liaison with those regional offices, to keep Constituency groups fully informed of EPA policies and operations.

Oversees the development of policies and economics to inform the general public with major EPA programs and activities and informational materials for internal EPA use, in Headquarters, Regions, laboratories, and field offices.

Provides policy direction for and coordination and oversight of EPA's relations with constituency groups Oversees EPA efforts to inform and educate citizens at-large and in school settings, and responds to their concerns about all environmental issues. Assures there are opportunities for public involvement in resolution of problems.

Represents the Associate Administrator, the Administrator/Deputy Administrator in meetings or conferences with other government agencies, Congress, White House staff, business and citizen groups and interprets existing and proposed plans and issues regarding communications programs. Stimulates interest, elicits support, works out agreements at all levels, and advises on what courses of actions should be taken.

Attends conferences for and with the Associate Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Associate Administrator possible avenues of approach. Follows up by conferring with the OP Office Directors and/or their offices and staffs, discussing these issues and providing them with information developed through personal contacts. Suggests the direction which offices may take in formulating and improving new and existing programs.

Keeps informed of important developments affecting the legislation, policies, programs and operations of the policy innovation. Advises the Associate Administrator of significant

observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or leads staff support in the analysis of action memoranda reaching the Associate Administrator's office.

Maintains ongoing liaison with officials from EPA Headquarters and Regional Offices, the White House, OMB, other Federal agencies, and key officials in State and local governments to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas. Acts as a source of information to keep the Associate Administrator informed of significant happenings and trends.